

Meeting Minutes: Group 2

Date: Sunday, 7th of December 2025

Time: 11:30 -14:00

Location/Platform: Cross Keys

Chair: Kayla Yasmine

Note taker: Kayla Yasmine

Attendees: Kayla, Nataliia, Mutlaq

Discussion Items

Review of minutes & actions from last meeting

- ERD has been finalised; fixed synthetic data tables based on the ERD

New items for discussion

- Converting CSV file SQL tables

Any other business (AOB):

- Renamed attributes, ensures that the number of records on tables match with the group specification
- Ensures tables align with spec

Action Plan

| Action Item | Who | When |
|--|--------------------------------|---------------------------|
| <i>Writing SQL script to convert CSV to SQL tables</i> | <i>Kayla, Nataliia, Mutlaq</i> | <i>Complete by Monday</i> |
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Meeting Minutes: Group 2

Date: Monday, 8th of December 2025

Time: 14:30 - 18:00

Location/Platform: Cross Keys

Chair: Kayla Yasmine

Note taker: Kayla

Attendees: Nataliia, Grace, Mutlaq

Discussion Items

Project Updates

- Mutlaq and Natalia successfully pushed SQL scripts to individual branches
- Nataliia helps Kayla on script
- Kayla creates "*Hospitals.sql*" to combine Nataliia, Mutlaq and Kayla's tables

New items for discussion

- Grace to start with 15 SQL queries

Next meeting & topics for discussion

- Discrepancies still exist within the datasets. Further pre-processes the datasets ensuring good accuracy within the tables

Action Plan

| Action Item | Who | When |
|--|-----------------|--------------------|
| <i>Finish queries</i> | <i>Grace</i> | <i>12th of Dec</i> |
| Meet up to finalise queries and push to GitHub | Kayla and Grace | 12th of Dec |
| | | |

Meeting Minutes: Group 2

Date: Tuesday, 9th of December 2025

Time: 15:00 - 18:00

Location/Platform: Cafe

Chair: Grace

Note taker: Kayla

Attendees: Grace, Kayla

Discussion Items

Project Updates:

- Runs queries
 - Preprocesses data after realising that some attributes do not exist for the queries e.g Hospitals would have to include *emergency_service* boolean, *accreditation_date*, etc

New items for discussion

- Finalise and wrap up project

Action Plan

| Action Item | Who | When |
|-----------------------------------|--------------|--------------------|
| <i>Push SQL queries to github</i> | <i>Grace</i> | <i>10th of Dec</i> |
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| | | |

Meeting Minutes: Group X

Date: Wednesday, 10th of December

Time: 14:30 - 17:00

Location/Platform: Cross Keys

Chair: Kayla

Note taker: Kayla

Attendees: Mutlaq, Nataliia, Grace

Discussion Items

Review of minutes & actions from last meeting

- Grace updates on queries
- Everyone starts building the Team Portfolio
 - Nataliia on AI Declaration and Prompts
 - Kayla finalises ERD
 - Mutlaq on ReadMe
 - Grace on Action Plan and Meeting Agenda
 - William on Meeting Minutes from the first three meetings

Next meeting & topics for discussion

- Finalise project

Action Plan

| Action Item | Who | When |
|---|-----------------|--------------------|
| <i>Nataliia on AI Declaration and Prompts</i> | <i>Nataliia</i> | <i>11th of Dec</i> |
| • Kayla finalises ERD | • Kayla | <i>11th of Dec</i> |
| • Mutlaq on ReadMe | Mutlaq | 11th of Dec |
| Action Plan and Meeting Agenda | Grace | 11th of Dec |

Meeting Minutes: Group 2

Date: 11/12/2025

Time: 15:30

Location/Platform: Teams

Chair: Kayla Jasmine

Note taker: William Read

Attendees: Everyone

Discussion Items

Discussed final item that need to be completed before submission, Will reviewed the SQL files and scripts and found following errors...

1. Problem - Absolute pathing was used in code, would not work for someone else downloading our files as they would have different pathing f

Fix – Change to relative pathing

2. Problem – Queries were commented incorrectly which meant the comments were trying to be read as code

Fix – Change so they are comments

3. Problem – Despite being written into the script, CSV not automatically loading to SQL table, caused by local_infile disabled and same pathing issues described before

Fix – Ensure that the README talks about how to enable local_infile and change the pathing to relative

Action Plan

| Action Item | Who | When |
|--|---------------|--|
| Edit and correct issues found upon review and checking | William Read | Immediately to be done before 12/12/2025 |
| Collate and get all files ready for submission | Kayla Yasmine | |
| Gather all AI prompts used | Nataliia | |